

POLICY & PROCEDURES

ACC-06 REVIEW & RECONSIDERATION OF PEAC ACCREDITATION DECISIONS

PREAMBLE

The Accreditation Committee makes recommendations and the Board of Directors of PEAC makes decisions about the accreditation status of an education program based on all available documentation (i.e., a comprehensive review of the program's Self Study Report, the program's response to the Self-Study Report, and reports submitted by the Peer Review Team and the Primary Reviewer). There are three possible accreditation decisions: accreditation, non-accreditation, or deferral of decision.

The purpose of an accreditation review and reconsideration would be to determine if PEAC committed any error or made any oversight or omission in its decision-making process or if matters have arisen since the decision was made, or if a conflict of interest occurred. Members of a PEAC ad-hoc committee known as the Review Committee (TOR-03 Review Committee) will conduct reviews.

Decisions eligible for review and reconsideration are all adverse decisions on accreditation. Probationary accreditation is not considered to be an adverse decision.

The following conditions apply regarding a review or reconsideration of an accreditation decision:

- If a program requests a review or reconsideration of a decision, the decision shall not become effective until the date upon which the Review Committee makes a final decision.
- If a program becomes non-accredited, students who started in the program will be considered as graduates of an accredited program, granted the program respects certain conditions. The conditions, which may, for example, specify requirements for academic or clinical education, are determined on a case-by-case basis.

The following policy and procedures outline the processes that can be undertaken by a program for review or reconsideration of an accreditation decision made by PEAC. The sequence of activities for requesting a review or reconsideration of a decision is included in the Terms of Reference for the Review Committee (TOR-03).

1.0 POLICY

- 1.1 The accreditation decision of PEAC may be appealed only on the grounds PEAC failed to comply with established accreditation program policies and procedures, and that the lack of compliance significantly affected the accreditation decision.
- 1.2 The Board of Directors of PEAC will appoint members to the Review Committee.
- 1.3 Official notification by PEAC of a decision of non-accreditation will be sent via email, with a paper copy sent by registered mail, to the chief administrative officer of the university, the administrator to whom the program chair reports and the program chair. The notice shall advise the university that it has the right to request a review or reconsideration of the accreditation decision and will provide the university with policy ACC-06 Review & Reconsideration of PEAC Accreditation Decisions.
- 1.4 Within thirty (30) days of receipt of notification of a decision of non-accreditation, the chief administrative officer of the university may submit a request to PEAC to initiate a review and reconsideration of the decision. The request must be made in writing sent via email, and with a paper copy sent by registered mail to the Executive Director of PEAC at 509 Commissioners Road W., Suite 26, London, ON, N6J 1Y5. The request must address the specific areas of the Accreditation Review and Status Report for which the university requires a review and reconsideration. A \$200 administrative fee payable to PEAC must accompany the request.
- 1.5 A decision of non-accreditation will be effective thirty (30) days after the date on which the program receives notification of the decision.
- 1.6 Members of the PEAC Review Committee will consider the request for review and reconsideration and will make every effort to deal with requests in a timely manner.
- 1.7 During review and reconsideration, the Review Committee will only consider the record (evidence, documents, and other information) that was available when the disputed accreditation decision was made.

- 1.8 On review and reconsideration, the education program carries the burden of proof. Evidence must be submitted that supports the education program's claim that the disputed accreditation decision made by the accreditation program was:
 - a. attributable to a failure to comply with established policies and procedures,
 - b. not supported by substantial evidence on the record, or
 - c. a result of a significant error of fact.
- 1.9 Decisions are based solely on the information presented to the Review Committee. A majority decision is binding on all parties.
- 1.10 Should the Review Committee's recommendation that PEAC's decision of non-accreditation be upheld, the Review Committee's expenses will be borne by the University; otherwise they will be borne by PEAC and the \$200 administrative fee will be refunded. The University and PEAC are each responsible for their own expenses in being represented at any face-to-face meeting.
- 1.11 All documentation and/or correspondence concerning a request for review and reconsideration must be sent by email with a paper copy via registered mail.

2.0 PROCEDURES

- 2.1 PEAC Receipt of Request for Review and Reconsideration**

Upon receipt of a request for review and reconsideration, the PEAC Executive Director will arrange a meeting of appropriate representatives of PEAC and the university to ensure that the reasons for the PEAC decision are fully understood. Within fourteen days of the conclusion of this meeting, the university must indicate in writing if it wishes to withdraw the request or if it wishes PEAC to continue with the review process.
- 2.2 Documentation Required by the Program for the Review Process**

Should a university decide to proceed with the review process it must submit documentation to support the request within thirty days of indicating to PEAC that it wishes to continue with the review. . Documentation must be submitted electronically through the PEAC's secure upload process. Instructions for this process can be found here.
- 2.3 Authority of the Review Committee**

Members of the Review Committee are charged by PEAC to review the request and evidence submitted by the university and determine if the

PEAC accreditation decision should be changed. Evidence that could impact on the decision includes

- Failure of PEAC to follow its published policies and procedures,
- Insufficient or inappropriate evidence used by PEAC, and/or
- Errors of fact,

2.4 Recommendations of the Review Committee

Following the review of evidence, the Review Committee shall determine its decision, which will be to uphold or modify the decision. The decision shall be provided in writing to PEAC within two weeks of the termination of the review and shall include a summary of the evidence and reasons for the decision. The Review Committee decision is final and supersedes any decision of PEAC's Board of Directors.

a. Uphold the Decision:

The decision of non-accreditation taken by PEAC should be upheld.

The reasons for upholding the PEAC decision are that:

- PEAC, in making its decision, conformed to its published policies and procedures; and
- PEAC in making its decision, used sufficient and appropriate evidence consistent with its published criteria; and
- The decision of PEAC was not affected by any significant error of fact contained in the documentation or other information before PEAC in making its decision;

b. Modify the Decision:

The decision of non-accreditation made by PEAC should be modified. The reasons for modifying the PEAC decision could include one or more of the following:

- PEAC, in making its decision, did not conform to its published policies and procedures;
- PEAC in making its decision, used insufficient or inappropriate evidence in light of its published criteria;
- The decision of PEAC was affected by one or more significant errors of fact contained in the documentation or other information before PEAC in making its decision;

2.5 Notification of Decision about the Review

As soon as is possible after the Review Committee has made its decision, PEAC will provide notice of the decision, in writing, to the chief administrative officer of the university, the administrator to whom the education program chair reports, and the education program chair.

3.0 TIMELINE FOR ACTIVITIES

| Activity | Timing | Responsibility |
|--|---|---|
| Notification of accreditation decision and right to request review or reconsideration of decision (non accreditation status) | | PEAC staff |
| Submit request for appeal in writing. | Within 30 days of notification of the accreditation decision | Chief Administrative Officer of the institution |
| Meeting of PEAC representatives and college/university representatives | Upon receipt of request | PEAC Board Members and University |
| Confirmation of intent regarding review and reconsideration request | 14 days after meeting of PEAC and education program | University |
| Submission of documentation to support request for review and reconsideration | 30 days after meeting | University |
| Establish date for Review Committee Meeting | Meeting held within 30 days of PEAC's receipt of documentation from the education program | PEAC staff |
| Submission of recommendation of Review Committee to PEAC | Within 14 days of the Review Committee meeting | Review Committee |
| Review of recommendation by PEAC (for information) | Within 7 days of receipt of recommendation of Review Committee | PEAC Board of Directors |
| Provision of notice to University, and education program of decision made by Review Committee | As soon as possible following review by PEAC Board of Directors | PEAC staff |

| Policy Number:ACC-06 | |
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| Date of last revision | Associated documents |
| <i>April 2003</i> | TOR-03 Review Committee |
| <i>Jan 2008</i> | Accreditation Program Handbook |
| <i>Dec 2010</i> | |
| <i>May 2012</i> | |
| <i>Sept 2013</i> | |